

*SS Policy  
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DTR-0945

1 NOV 1974

MEMORANDUM FOR: Deputy Director for Administration  
FROM : Director of Training  
SUBJECT : CIA Senior Seminar Selection

1. Action Requested: This memorandum recommends revision of the procedures for selecting officers to attend the CIA Senior Seminar. The attached memoranda for your signature to the Deputy Directors, the DDA/STO, and the AO/DCI are for the purpose of putting this recommendation into effect.

2. Background: Our recent conversations and exchange of papers on the Senior Seminar focused on the question of ensuring that qualified officers from all parts of the Agency are put forward to attend the Senior Seminar, particularly in light of the small number of nominees for Seminars Five and Six from the Operations Directorate. At the briefing session on 9 October, you indicated that we should revise the selection procedure from the Training Selection Board to the adoption of quotas among the Directorates along the lines followed for the Midcareer Course.

3. Staff Position: My staff has studied the data from the Annual Personnel Plan and, with the assistance of the Office of Personnel, has analyzed the distribution of GS-15's and above, including equivalent grades, among the Directorates. Based upon this analysis, using a maximum of 20 attendees per Senior Seminar running, the quotas would be as follows: DCI Area--one every other running; DDA Area--five; DDO Area--five; DDI Area--alternating between four one running and five the next; and DDS&T Area--five.

4. The information from the Annual Personnel Plan for FY 1975 suggests that the Directorates will have no difficulty in meeting, or even oversubscribing, the quotas set out above. The planned attendance for the Seminar

totals 61, as against a planned capability of the Senior Seminar for 40 attendees per year. The distribution of the 61 total in each Directorate, including the Operations Directorate, is in excess of the above-suggested quotas.

5. We also realize that you have been concerned that too much emphasis has been placed to date on selecting supergrade officers at the expense of well-qualified GS-15's. This earlier emphasis on supergrades did not originate with the Office of Training, and, in fact, the record of attendance shows that GS-15's have heavily predominated in each running of the six Senior Seminars conducted to date. Although I do not believe that the criteria for selection need to be explicitly changed, I have attempted in the attached memoranda for your signature to convey the sense that qualified GS-15's are as acceptable for the Senior Seminar as are supergrade officers.

6. Recommendation: I recommend that you sign the attached memoranda as described above in order to change the procedures for selecting officers to attend future runnings of the Senior Seminar and to provide a firmer basis on which Directorates can plan developmental training for officers in grades GS-15 and above.

STATINTL

Alfonso Rodriguez  
Director of Training

Atts.

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STATINTL OTR/II/ :ncd (29 Oct 74)